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Minutes 11/17/2011

Capital Planning Committee
 Meeting Minutes
 November 17, 2011

In attendance were:

Steve Andrew*
 Adam Chapdelaine
 Charles Foscett
 Paul Olsen
 Brian Rehrig
 Diane Johnson
 Ruth Lewis*
 Anthony Lionetta
 Barbara Thornton

* Denotes those not in attendance

- Meeting Opened: Charlie Foscett opened the meeting and Adam Chapdelaine provided CPC members with their packets of information, which included a number of subcommittee reports. Minutes of the CPC's November 3 Meeting were reviewed and approved with minor edit.
- Special Request: Before getting into the planned agenda, the CPC offered time to Steve Harrington, Paul Cahill and Matt Hanley. These individuals are interested in funds for the purchase of protective athletic equipment in the amount of \$25k. Charlie Foscett explained the CPC budgeting process and the steps that should be followed. These include submitting the request in writing and working through the Department that would eventually "own" this equipment. Barbara Thornton was assigned as the CPC member to work with this group and help direct them. Charlie Foscett strongly recommended that they contact the High School AD and obtain his support.
- Public Work Requests: Paul Olsen reported on the subcommittee's meeting with Public Works. A written memo was provided. Key highlights are
 - The CPC would like a copy of next year's planned pavement projects, particularly given the additional \$400k being provided.
 - There is a question on the Mill Brook Request given its magnitude and the grant process.
 - There should be two line items for ramps, Say "Sidewalk Ramps" and Wheel chair Ramps" in order to reflect the two funding sources (Capital and CBDG)
 - On the FY 2007 \$20k Item for Cemetery Expansion, CPC voted unanimously to sweep this into the Capital Plan given its inactivity. This is a cash item.
 - A question was raised on the Facilities Inventory amount from FY2002, if it should be reallocated to the pending Building Maintenance Program. This will be re- visited later in the budgeting process.
 - Relative to the \$75k appropriated in FY2012 for the Spy Pond Bleachers, it was agreed that DPW can use a reasonable amount from this for a consultant evaluation of its repair needs (say \$10k).
 - The Town Manager's office will check into the historic status of the bleachers, as well as the DPW Building D (roof).
 - Should the Water system replacement work in the Cemetery be funded under the enterprise fund?

- The Subcommittee supports DPW requests except as noted.

Tony Lionetta will make follow up contact with DPW. Adam Chapdelaine will discuss the Re-light proposal at a subsequent meeting.

- Political Activity by Public Employees: The CPC was presented with a guidance document on this subject. CPC members, who have not taken the on-line ethics training, should plan on doing so.
- Library Requests: Barbara Thornton reported on the subcommittee's meeting with the Library. A written memo was provided. Their IT requests are going through ITAC. The request for \$406k for roof repairs is supported by the subcommittee. The amount of this request has increased significantly over the amount proposed last year following a more detailed evaluation.
- Health and Human Services Requests: Barbara Thornton reported on the subcommittee's meeting. A written memorandum was provided. The subcommittee recommends the postponement of the electronic inspection program. The subcommittee also recommends altering the sequence of building requests.
- Ottoson Phones System: Diane Johnson reported that the Ottoson Phone system is failing. David Good has done some patching to keep it working in the short term. The replacement is expected to cost \$100k, although a tighter \$ projection maybe forthcoming. This need / request will be discussed at the next meeting.
- Next Meeting: December 1, 2011.
- Adjournment